

SOUTH ATLANTIC CONFERENCE of SDA

Professional Expectations for SAC Administrators

Professional expectations are values held by the organization and its employees to enrich the work environment and to ensure maximum efficiency in serving the constituency. We commit ourselves as Executive and Administrative Officers (collectively, Administrators) of the South Atlantic Conference to the following professional ideals.

Administrators are elected at a Constituency Session or by the Executive Committee to oversee and direct the conference-wide gospel ministry in collaboration with all conference workers and churches/schools for effective nurture and community engagement with the love of Christ.

Office Operations

1. Office Hours
 - A. The SAC office is open Monday to Thursday, 8:00 AM to 6:00 PM
 - B. All administrators will be in the office on all workdays except when traveling for the Conference, or out on sick days, approved vacation, or PTO (absences should be processed through the Human Resources office) to service the needs of the conference constituents and be available to provide quality service to the field
 - C. Administrators may compensate for SAC-related weekend travel by taking off a workday from the office during the ensuing week
 - D. Administrators and administrative assistants/secretaries, working together, shall ensure that their offices are covered at all times during SAC business hours

2. Office Meetings (attendance required)
 - A. ADCOM – Executive and administrative officers (and any invitees) will meet weekly on Tuesdays after worship, unless otherwise announced
 - B. Departmental Council – Monthly meetings will be held on the 2nd Wednesday at 9:15 AM in the Conference Room (part-time directors are asked to join virtually)
 - C. Department Secretaries/Office Staff – Bi-monthly meetings will be announced

3. Professional and Performance Expectations
 - A. SAC employees are Spirit-led servant leaders who recognized the Lordship of Jesus, the center of the gospel and the work of the Church and who carry out assigned roles and responsibilities with excellence
 - B. Administrators, assisted by the administrative assistant/secretary, will reply to all correspondence received from church members, conference workers, and others, no later than the next SAC business day
 - C. Manage Conference resources with frugality to achieve our strategic objectives
 - D. Relate to all members, and field workers, and fellow office workers with mutual respect and compassion

4. General Duties and Functions of SAC Administrators
 - A. Effectively communicate and collaborate with assigned administrative assistant/secretary in a professional and efficient working partnership, and holding weekly meetings with the assistant/secretary to coordinate and plan for logistics, announcement, promotion, and execution of Conference programs and initiatives in harmony with the SAC Strategic Plan as approved by ADCOM, the Executive Committee, or the Constituency
 - B. Coordinate with administrative assistant/secretary to provide timely information to the Communication team for the SAC website and social media platforms
 - C. Maintain and share with ADCOM weekly, a schedule of all visits, training events, speaking appointments, etc., with each language group throughout the Conference (this will help in ensuring that as many churches as possible receive visits by Conference representatives throughout the quinquennium)
 - D. Comply with SAC procurement and contract policies (e.g., expenses are limited to departmental budget balance and Treasury consultation; and noting that the Executive Vice President is designated to sign contracts for event venues, etc.)
 - E. Comply with Treasury requirements and deadlines before/after events/expenses
 - F. Observe any applicable Adventist Risk Management event planning requirements

5. Working Relationships – Administrators are expected to affirm and follow the SAC Office Workers Conflict and Dispute Resolution Protocol in the maintenance of healthy working relationships with colleagues and constituents

Strategic Planning and Task Follow-through

1. Strategic Alignment
 - A. Meet as scheduled to discuss and strategize concerning the implementation of departmental directors' ministry initiatives that are voted as part of the overall SAC Strategic Plan
 - B. Cooperate with the General Vice President's Office in ensuring directors' strategic alignment for the successful implementation of the Conference's strategic plan

2. Tracking Strategic Results (conducted by Office of the General Vice President)
 - A. Participate in evaluations of department's strategic plan effectiveness conducted by Office of the Gen. VP
 - B. Cooperate with ADCOM in responding to local church needs for training and resources